

Municipal Planning Grant Program

Amendment Instructions

WHAT: You'll need approval from Municipal Planning Grant (MPG) staff to make changes in your Work Plan & Budget. We do not permit changes to final products, grant award amounts, or grant period dates. Minor changes in the Work Plan & Budget (shifting dollar amounts between approved tasks in the work plan) may not require an amendment. Please contact MPG staff at annina.seiler@state.vt.us or 828-1948 to discuss potential amendments.

WHO: Only the Municipal/Authorizing Official (M/AO) or the Grant Administrator roles can move the amendment process along through the appropriate status changes. However, the Writer role is able to view/write/and save the form(s) once the appropriate status changes have been made.

HOW: To amend your Work Plan & Budget task pages, please follow the steps below:

Creating and Submitting a Request to Amend

1. **Log on:** <http://www.development.grants.vermont.gov/login.aspx>
2. Open your municipal planning grant from the "MY DOCUMENTS" section (upper left);
3. In the "STATUS MANAGEMENT" box, (left side) use the dropdown list to make sure that "Amendment Request in Progress" is visible in the window. Click "Change Status" button;
4. Open the Amendment Request form from the "FORMS" section (right side), complete the entire form and be sure to SAVE before leaving the page;
5. Return to the "(MPG) Municipal Planning Grant Menu" (link at the top of the page).
6. With "Amendment Request Submitted" in the "next possible statuses" window under the "STATUS MANAGEMENT" section, click the "Change Status" button to submit your amendment request;
7. After MPG staff reviews your request, you will receive a system email with an "Amendment Request Approved" or "Amendment Request Denied" message;
8. With either message, review any staff comments in response to your request at the top of the Amendment Request form available in the "FORMS" section of the grant Main Menu;

Creating and Submitting an Amendment

1. If your Amendment Request is Approved:
 - a. With “Amendment In Progress” showing in the “next possible statuses” window, Click the “Change Status” button;
 - b. The Work Plan task pages are now available to be revised and saved. (Any changes to these pages must first be saved before they will be reflected in the “Budget Summary Report.”)
2. Once task page(s) are amended to your satisfaction:
 - a. Review the Budget Totals page, available in the “FORMS” section of the Main Menu of the grant. If the totals on this page are correct, SAVE;
 - b. On the Main Menu of the grant, with “Amendment Submitted” in the “next possible statuses” window in the “STATUS MANAGEMENT” section, Click on “Change Status;”
 - c. Read the agreement message and click "I agree" to continue.
3. MPG staff reviews the amended Work Plan. They will either:
 - a. Approve your Amendment: The revised Budget Summary Report is now Attachment A of the grant agreement;
 - b. Deny your Amendment: Call us or go online to review staff comments at the top of the Budget Totals page.
 - c. Require Modifications to your Amendment:
 - Review staff comments (at the top of the Budget Totals page) for modifications.
 - Revise the task page(s) per staff comments;
 - On the Main Menu of the grant, with “Amendment Modifications Submitted” in the “next possible statuses” window, Click on “Change Status;”
 - Your modifications, once submitted, will be reviewed by MPG staff who will either approve or deny your amendment.

System emails will be sent to you throughout the process. Please contact Annina Seiler at annina.seiler@state.vt.us or call 828-1948 if you have any questions.